

**Embassy of the United States of America
Foreign Student (Thai) Intern Program 2012**

Following are positions available for the Foreign Student (Thai) Intern Program from **April 23 to May 25, 2012**. The requirements are:

- (a) Be full-time students at an accredited Thai university;
- (b) Have already completed two years of university studies;
- (c) Be at least 18 years old;
- (d) Have a GPA of 2.8 or higher; and
- (e) Possess basic working knowledge of English.

Interested students should submit an application with verification of student status and transcript **through their Faculty's Student Affairs Office OR by email to bkkrecruitment@state.gov OR by post to American Embassy Bangkok (ATTN: RHR - FNSIP 2012), no later than January 31, 2012**. Students must identify the position number(s) of the position(s) they are applying for on their applications.

Internships will be offered in the following offices/organizations:

Vacancies number 1-5 require students currently enrolled in specific areas of studies.

SIP#2012/1	U.S. Patent and Trade Mark Office (USPTO)
SIP#2012/2	U.S. Department of Homeland Security, Immigration and Customs Enforcement (DHS/ICE)
SIP#2012/3	Resource Management Office, Joint United States Military Assistance Group (JUSMAG)
SIP#2012/4	Facilities Management (FM)
SIP#2012/5	Media Unit, Public Affairs Section (PA)

Vacancies number 6-31 are for students currently enrolled in general areas of studies.

SIP#2012/6	Division of Tuberculosis Elimination (TBE), Center for Disease Control (CDC), <u>Nonthaburi Office</u>
SIP#2012/7	Division of Global Migration and Quarantine/ Immigrant, Refugee and Migrant Health Program (DGMQ), Center for Disease Control (CDC), <u>Nonthaburi Office</u>
SIP#2012/8	American Citizen Services Unit, Consular Section (CONS)
SIP#2012/9	Non-Immigrant Visa/ Immigrant Visa Unit, Consular Section (CONS)
SIP#2012/10	Fraud Prevention Unit, Consular Section (CONS)
SIP#2012/11	Foreign Commercial Service Office (FCS)
SIP#2012/12	Joint POW/MIA Accounting Command (JPAC)
SIP#2012/13	Tricare Office, Joint United States Military Assistance Group (JUSMAG)

<u>SIP#2012/14</u>	Supply Office, Joint United States Military Assistance Group (JUSMAG)
<u>SIP#2012/15</u>	Cultural Unit, Public Affairs Section (PA)
<u>SIP#2012/16</u>	Regional English Language Office, Public Affairs Section (PA)
<u>SIP#2012/17</u>	Translation Unit, Public Affairs Section (PA)
<u>SIP#2012/18</u>	Social Media Unit, Public Affairs Section (PA)
<u>SIP#2012/19</u>	Information Resources Center, Public Affairs Section (PA)
<u>SIP#2012/20</u>	State Alumni Affairs Unit, Public Affairs Section (PA)
<u>SIP#2012/21</u>	Economic Section (ECON)
<u>SIP#2012/22</u>	Regional Human Resources (RHR)
<u>SIP#2012/23</u>	RSO Investigators Office, Regional Security Office (RSOI)
<u>SIP#2012/24</u>	Transnational Crime Affairs Section (TCAS)
<u>SIP#2012/25</u>	Office of Public Health, United States Agency for International Development (USAID/OPH)
<u>SIP#2012/26</u>	Program Development Office, United States Agency for International Development (USAID/PDO)
<u>SIP#2012/27</u>	Regional Office of Procurement, United States Agency for International Development (USAID/ROP)
<u>SIP#2012/28</u>	Office of U.S. Foreign Disaster Assistance, United States Agency for International Development (USAID/OFDA)
<u>SIP#2012/29</u>	General Development Office, United States Agency for International Development (USAID/GDO)
<u>SIP#2012/30</u>	Executive Office, Human Resources Section, United States Agency for International Development (USAID/EXO/HR)
<u>SIP#2012/31</u>	Program Development Office, Development Outreach Communications, United States Agency for International Development (USAID/PDO/DOC)

For additional information, please contact Khun Suthicha at Suthicha@state.gov or 02-205-4590

Vacancies number 1-5 require students currently enrolled in specific areas of studies.

SIP#2012/1

Office / Organization: U.S. Patent and Trade Mark Office (USPTO)

Job Description:

- Search and summarize information from reference sources
- Provide first-handed review and summarize the new development in law
- Assist to research the Intellectual Property Law in the region
- Assist in organizing trainings, seminar and other related duties as applicable

Job Qualifications:

- Candidate must be currently enrolled in school of Law
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills
- Candidate must be proficient in English and Thai

SIP#2012/2

Office / Organization: U.S. Department of Homeland Security, Immigration and Customs Enforcement (DHS/ICE)

Job Description:

- Assist in the planning for training and outreach activities provided to local law enforcement agencies and non-governmental organization
- Conduct research on laws and regulations as pertain to ICE's investigative strategies
- Assist with other issues related to ICE repatriation program

Job Qualifications:

- Candidate must be currently enrolled in school of Law
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills
- Candidate must be proficient in English and Thai

SIP#2012/3

Office / Organization: Resource Management Office, Joint United States Military Assistance Group (JUSMAG)

Job Description:

- Assist in vouchering and data management processing
- Perform other financial related tasks as assigned
- Provide administrative and secretarial support to Contracting Officer
- Obtain quotations from vendors
- Manage and maintain of official office documents i.e. hard-copy procurement files/ agreements

Job Qualifications:

- Candidate must be majoring in accounting or finance.
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed.

SIP#2012/4

Office / Organization: Facilities Management (FM)

Job Description:

- Provide 15-25 minutes safety talks for maintenance crews
- Perform safety inspections for high hazard areas and office buildings
- Perform safety inspections for residences
- Prepare report of findings/ recommendations and oversee completion of hazard abatement
- Assist in conducting mishap investigations
- Conduct safety surveys at construction/ renovation sites

Job Qualifications:

- Candidate must be majoring in occupational health and safety or related field
- Candidate must be proficient in Thai law and international requirements regarding to occupational health & safety
- Candidate must possess strong interpersonal communication and presentation skills
- Candidate must be proficient in English and Thai

- Candidate must demonstrate a proficiency in Microsoft Office & internet skills

SIP#2012/5

Office / Organization: Media Unit, Public Affairs Section (PA)

Job Description:

- Monitor and scan newspapers and other media courses daily for relevant news clips and editorials;
- Assist in arranging and organizing media events and other outreach programs
- Assist in general office duties

Job Qualifications:

- Candidate must be majoring in mass communications, communication arts, journalism, public relations, or equivalent
- Candidate must be proficient in English including reading and writing skills
- Candidate should be able to work independently

Vacancies number 6-31 are for students currently enrolled in general areas of studies.

SIP#2012/6

Office / Organization: Division of Tuberculosis (TB), Center for Disease Control (CDC), **Nonthaburi Office**

Job Description:

- Provide support to Programs administrative activities
- Assist with input, arrange, tracking, and updating computerized program databases
- perform other duties as assigned

SIP#2012/7

Office / Organization: Division of Global Migration and Quarantine/ Immigrant, Refugee and Migrant Health Program (DGMQ), Center for Disease Control (CDC), **Nonthaburi Office**

Job Description:

- Provide support to Programs administrative activities
- Assist with input, arrange, tracking, and updating computerized program databases
- perform other duties as assigned

SIP#2012/8

Office / Organization: American Citizen Services Unit, Consular Section (CONS)

Job Description:

- Assist routine ACS processing during post's peak season
- Perform case intake and document screening for notary services and passport applications
- Assist in emergency ACS cases as assigned including inventories of personal effects as well as to assist with visits to hospitals and other locations
- Assist in translation during visits outside of the office
- Maintain files and carry out special projects related to improving unit efficiency
- Assist in taking phone calls as needed

SIP#2012/9

Office / Organization: Non-Immigrant Visa/ Immigrant Visa Unit, Consular Section (CONS)

Job Description:

- Assist in non-immigrant and immigrant visa processing
- Assist with visa printing, adhesion, quality control, and final quality check
- Assist with case intake, document screening, and packet assembly
- Perform maintenance, document scanning and special projects related to improving section efficiency

SIP#2012/10

Office / Organization: Fraud Prevention Unit, Consular Section (CONS)

Job Description:

- Assist in conducting data collection/analysis
- Assist with fraud prevention cases
- Create fraud prevention presentations
- Draft fraud assessment reports
- Perform any non-security related tasks as assigned by FPU

SIP#2012/11

Office / Organization: Foreign Commercial Service Office (FCS)

Job Description:

- Provide supports to the Commercial Specialists including administrative supports, trade promotion, and event support
- Assist in market research and CTS database projects
- Perform other commercial service related tasks as assigned

SIP#2012/12

Office / Organization: Joint POW/MIA Accounting Command (JPAC)

Job Description:

- Provide logistics and administrative support to office's personnel
- Coordinates with other embassies, other separated JPAC detachments in Lao and Vietnam and JPAC headquarters to process country clearance and obtain visas
- Prepare letters and memorandums for the Detachment Commander
- Maintains and update all office's files correspondence, messages, reports, vehicle logs and maintenance files
- Assist in translation (Thai to English and vice versa)

SIP#2012/13

Office / Organization: Tricare Office, Joint United States Military Advisory Group, (JUSMAG)

Job Description:

- Assist with the enrollment of eligible beneficiaries into TRICARE program. Keep them apprised of policy changes and actively tracks enrollments
- Assist with reviewing all medical bills for accuracy and proper documentation before sending to TRICARE for reimbursement
- Assist the primary case manager by interfacing with local hospitals and medical facilities to ensure patients are receiving quality care. Contact appropriate entities to resolve any potential issue

SIP#2012/14

Office / Organization: Supply Office, Joint United States Military Advisory Group, (JUSMAG)

Job Description:

- Provide administrative and secretarial support to Contracting Officer
- Record management of purchase requisition, purchase order and vendor contract information
- Track procurement records and prepare procurements actions;
- Checking office inventory
- Assist in other duties as assigned

SIP#2012/15

Office / Organization: Cultural Unit, Public Affairs Section (PA)

Job Description:

- Provide support for educational and cultural exchanges programs, international visitor program
- Assist with, digital video conference, arranging lodging and travel for staff and guests, and arranging appointment
- Assist with student advising activities

SIP#2012/16

Office / Organization: Regional English Language Office, Public Affairs Section (PA)

Job Description:

- Establish a database of RELO resources, books, publications, and English language Teaching (ELT) materials for the office
- Update RELO Contact database entries including Access student alumni data
- Upload of RELO program report activities and other relevant English language teaching issues to the RELO Thailand Facebook

SIP#2012/17

Office / Organization: Translation Unit, Public Affairs Section (PA)

Job Description:

- Provide a daily English summary of Thai TV news reports
- Translate biographies of US Speakers
- Translate web blurbs on Ambassador/ DCM/ Embassy activities for posting on the US Embassy website
- Translate US annual reports (particularly the Human Rights Report)
- Translate video subtitles, if any
- Assist with media-related programs and Public Affairs Office programs if needed

SIP#2012/18

Office / Organization: Social Media Unit, Public Affairs Section (PA)

Job Description:

- Maintain Embassy's social media channels lively by responding to questions and updating contents
- Accompany Online Media Specialist to Embassy events
- Assist AIO/Online Media Specialist with social media campaigns and activities
- Search the web for Thailand's top online news and topics

SIP#2012/19

Office / Organization: Information Resources Center, Public Affairs Section (PA)

Job Description:

- Update reference books and periodical catalogue, as well as conduct annual resource inventory using Microsoft Excel and Dreamweaver
- Update contact and query data on Microsoft Access
- Manage electronic information including processing and recording ALERT and E-TOC full texts requests
- Respond to basic reference queries and updating IRC usage statistics
- Assist in the production of IRC's online magazine, in-house advertisements, and newsletter

SIP#2012/20

Office / Organization: State Alumni Affairs Unit, Public Affairs Section (PA)

Job Description:

- Provide support for State Alumni programs
- Assist with monitoring State Alumni grant projects
- Update State Alumni database
- Assist with the production of Thai Link, Thailand State Alumni Community's e-newsletter, using Microsoft Publisher
- Update alumni news and other related information to State Alumni's online community

SIP#2012/21

Office / Organization: Economic Section (ECON)

Job Description:

- Development of Thai-language outreach materials, web content, and newsletter listings
- Co-maintenance of a blog website based on the WordPress content management system
- Social media management and development of Thai-language Facebook and Twitter posts
- Attend partner events and creating engaging live social media content, including photographs and video
- Attend and develop outreach meetings with contacts

- Provide event logistics support (display delivery and setup, interaction with participants)

SIP#2012/22

Office / Organization: Regional Human Resources (RHR)

Job Description:

- Input and update computerized database
- Organize subject files in accordance with the Embassy guidelines
- Assist in receiving and screening employment applications
- Assist in organizing special activities
- Perform other duties as assigned

SIP#2012/23

Office / Organization: RSO Investigators Office, Regional Security Office (RSOI)

Job Description:

- Input and update data in the local hire program, ATA database program
- File and organize for various types of database
- Assist in processing fingerprints, police checks, and local name checks
- Input Contractor access program data entry
- Assist in Residential Security Program as needed
- Assist in general office duties or as the supervisor requests

SIP#2012/24

Office / Organization: Transnational Crime Affairs Section (TCAS)

Job Description:

- Assist in publicizing the work with multi-media pages on Embassy and State Department internal and external websites
- Assist in the organization and management of training events related to our law enforcement and criminal justice sector capacity-building programs with Royal Thai Police and other elements of the Royal Thai Government
- Perform other duties as assigned

SIP#2012/25

Office / Organization: Office of Public Health, United States Agency for International Development (USAID/OPH)

Job Description:

- Provide general administrative support, i.e., filing/ tracking/ photocopying documents, receiving calls, scheduling meetings, drafting letters, requesting office supplies, organizing printed/e-file materials
- Maintain office record, i.e., updating TDY list/ mission calendar, preparing FSN time & attendance data
- Assist in travel arrangements, i.e., preparing travel requests, booking hotel/flight
- Prepare PowerPoint/Spreadsheet presentations and performing other duties as assigned

SIP#2012/26

Office / Organization: Program Development Office, United States Agency for International Development (USAID/PDO)

Job Description:

- Provide general administrative support, i.e., filing/ tracking/ photocopying documents, receiving calls, scheduling meetings, drafting letters, requesting office supplies, organizing printed/e-file materials
- Maintain office record, i.e., updating TDY list/ mission calendar, preparing FSN time & attendance data
- Assist in travel arrangements, i.e., preparing travel requests, booking hotel/flight
- Prepare PowerPoint/Spreadsheet presentations and performing other duties as assigned

SIP#2012/27

Office / Organization: Regional Office of Procurement, United States Agency for International Development (USAID/ROP)

Job Description:

- Provide general administrative support, i.e., filing/ tracking/ photocopying documents, receiving calls, scheduling meetings, drafting letters, requesting office supplies, organizing printed/e-file materials
- Maintain office record, i.e., updating TDY list/ mission calendar, preparing FSN time & attendance data
- Assist in travel arrangements, i.e., preparing travel requests, booking hotel/flight
- Prepare PowerPoint/Spreadsheet presentations and performing other duties as assigned

SIP#2012/28

Office / Organization: Office of U.S. Foreign Disaster Assistance, United States Agency for International Development (USAID/OFDA)

Job Description:

- Provide general administrative support, i.e., filing/ tracking/ photocopying documents, receiving calls, scheduling meetings, drafting letters, requesting office supplies, organizing printed/e-file materials
- Maintain office record, i.e., updating TDY list/ mission calendar, preparing FSN time & attendance data
- Assist in travel arrangements, i.e., preparing travel requests, booking hotel/flight
- Prepare PowerPoint/Spreadsheet presentations and performing other duties as assigned

SIP#2012/29

Office / Organization: General Development Office, United States Agency for International Development (USAID/GDO)

Job Description:

- Provide general administrative support, i.e., filing/ tracking/ photocopying documents, receiving calls, scheduling meetings, drafting letters, requesting office supplies, organizing printed/e-file materials
- Maintain office record, i.e., updating TDY list/ mission calendar, preparing FSN time & attendance data
- Assist in travel arrangements, i.e., preparing travel requests, booking hotel/flight
- Prepare PowerPoint/Spreadsheet presentations and performing other duties as assigned

SIP#2012/30

Office / Organization: Executive Office, Human Resources Section, United States Agency for International Development (USAID/EXO/HR)

Job Description:

- Support general HR activities including recruitment, training, document tracking, records management
- Perform other duties as assigned

SIP#2012/31

Office / Organization: Program Development Office, Development Outreach Communications, United States Agency for International Development (USAID/PDO/DOC)

Job Description:

- Provide general support to outreach communications such as updating USAID social media contents (Facebook/Twitter)
- Maintain photo library
- Prepare press packs for local outlets, newspapers, TVs
- Design various media for USAID campaigns and performing other duties as assigned

Below are job qualifications for vacancies number 6-31 only.

- Candidate must be currently enrolled in school of Business Administration, Arts, Liberal Arts, Humanities, Education, Economics, Political Sciences, Communication Arts, International Business Management, or a related field;
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills;
- Candidate must be proficient in English and Thai;
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed.

Number of required hours:

40 per week (flexible)

Submit application to:

Regional Human Resources
Attention: RHR - FNSIP 2012
American Embassy
120-122 Wireless Road
Bangkok 10330

Email: bkkrecruitment@state.gov

Closing date:

January 31, 2012

*****Please note that the above vacancies are unpaid jobs.***
